Graphic Artist

Location: Campus Recreation (Lee Hall)
Supervisors: Campus Recreation Director, Assistant Director, and Coordinator
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION
• Work with the Campus Recreation staff to produce a variety of promotional materials for all program and service areas.

RESPONSIBILITIES
• Design all promotional and marketing materials for Campus Recreation.
• Use graphic design and marketing skills to create and produce digital signage slides, posters, brochures, power point presentations, shirt designs, promotional items, and other materials for Campus Recreation.
• Provide assistance for website updates and designs as needed.
• Maintain a working knowledge of all Campus Recreation programs and services.
• Required to work special events outside normal office hours.
• Works cooperatively with other staff and areas of the department to achieve established goals.
• Manage short and long term projects as assigned.
• Performs other work or projects as assigned.

REQUIREMENTS
• Completion of the application and interview process.
• Provide samples of work as part of the interview process.
• Experience in Graphic Design Courses is desirable.
• Experience with Adobe Creative CS3 or higher.
• Strong knowledge of computers.
• Must be available to work 10 to 12 hours a week, and desire to work in the summer or winter break if available.
• Ability to interact with diverse groups through a variety of situations.
• Ability to operate independently within departmental standards of conduct and professional expectations.
• Strong written and verbal communication skills.
• Enthusiasm, desire to learn, and desire to work as part of a marketing and promotion team.
• As a part of the hiring process, each employee is required to attend an orientation session the last weekend in August, which is not paid.